



**To all Members of the Community & Open Spaces Committee  
Community & Open Spaces Meeting  
Monday 30<sup>th</sup> April 2018**

**Chairman:** Cllr. P. Burrows

**Councillors:** C Chadwick, M. Hartnell, J Rowland,  
K Rye, H Sanham, R Webster

**24<sup>th</sup> April 2018**

You are summoned to attend a meeting of the Community & Open Spaces Committee on **Monday 30<sup>th</sup> April 2018 at 7pm** at Marshlands Centre, Harbour Road, Seaton, EX12 2LT.

*Amy Tregellas*

**Town Clerk**

**This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.**

**AGENDA**

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|-----------------------|--|
| <b>17/C&amp;OS/01</b> | <b>Apologies for absence</b>   |
| <b>17/C&amp;OS/02</b> | <b>Declarations of Interest</b>  |
| <b>17/C&amp;OS/03</b> | <b>To agree the minutes of the meeting of the Community &amp; Open Spaces Committee held on Monday 19<sup>th</sup> March 2018</b>                          |
| <b>17/C&amp;OS/04</b> | <b>Public Question Time</b>  |
| <b>17/C&amp;OS/05</b> | <b>Marketing Contract</b><br>To receive the monthly update on the work of One Voice  |
| <b>17/C&amp;OS/06</b> | <b>Cycle Fest 2018</b><br>To receive the project plan and an update on progress on the Cycle fest weekend arrangements including marketing and advertising |

- 17/C&OS/07**      **Town Development Team**  
Following the Town Development Meeting which took place on 29<sup>th</sup> March 2018, to consider the output from the meeting and a way forward
- 17/C&OS/08**      **Banners**  
To consider the report relating to the:
- Seafront banners;
  - A proposal from the Dog Warden regarding banners; and
  - Town centre bunting
- 17/C&OS/09**      **Seaton in Bloom**  
To receive an update on progress to date for Seaton in Bloom 2018
- 17/C&OS/10**      **South West in Bloom 2018**  
To receive an update on progress to date for South West in Bloom 2018
- 17/C&OS/11**      **Artisan Markets**  
To receive an update on the Artisan Markets
- 17/C&OS/12**      **Royal Wedding**  
To consider the proposal from Cllr Sanham as to whether to hold a community event to mark the Royal Wedding
- 17/C&OS/13**      **Play Area Inspection Report**  
To receive an update on the ROSPA inspections and the latest play area inspection reports
- 17/C&OS/14**      **Update on actions arising**
- Town Guide
  - Parishes Together Funding
  - Floral arrangement at Windsor Gardens to commemorate World War 1
  - Beacon in Seaton for commemoration of World War 1
  - Tour de Coast
  - Maps for car parks
  - Signage at Axminster Station
  - Seatondevon.org website
  - Youth Blogs
  - Seaton App
  - Skate Park Mural
  - Painting of Street furniture
  - Town Crier
  - Bus Shelters



**Minutes of the Meeting of the  
Community & Open Spaces Committee  
Monday 19<sup>th</sup> March 2018**

**Present:**

**Chairman** Cllr P Burrows

**Councillors** C Chadwick, J Rowland, K Rye, H Sanham, R Webster

**In attendance:** No members of the public

**124. Apologies for absence**

The Committee noted and accepted apologies from Cllrs Hartnell and Pigott.

**125. Declarations of Interest**

Cllr Burrows declared a Personal Interest in his role as an East Devon District Council (EDDC) Councillor.

**126. To agree the minutes of the meeting held on Monday 19<sup>th</sup> February 2018**

The Committee **RESOLVED** to agree the minutes of the meeting on Monday 22<sup>nd</sup> January 2018. Subject to the agreed amendment under item 120, that the reference to the Judging Route should be moved to appear under South West in Bloom and not Seaton in Bloom. (moved by Cllr Burrows, seconded by Cllr Rowland)

**127. Public Question Time**

There were no members of the public present.

**128. One Voice Report**

Councillors had questions regarding 'Snap Seaton'. The Committee asked the Chairman to make contact with the Town Clerk & One Voice for more detail. (moved by Cllr Rowland, seconded by Cllr Sanham).

The Committee agreed that all Councillors should be made aware of articles being published regarding Seaton (moved by Cllr Sanham, seconded by Cllr Rye).

**129. Street Trading Licence**

Cllr Rowland read out Town Clerks report on the current situation.

Cllr Sanham asked questions regarding the trader's public liability insurance with Cllr Burrows to ask at EDDC Licensing meeting on 21<sup>st</sup> March 2018.

### **130. Town Guide**

Cllr Burrows updated the Committee on the number of town guides that have been distributed and the outlets that have received them to date.

The Committee agreed to advertise in the Midweek Herald for a vacancy to deliver to EX12 outlets & top ups for 6 hours per month (1 day a month).

National Minimum Wage plus mileage (moved by Cllr Sanham, seconded by Cllr Webster).

The Committee voted and agreed that the Maintenance Team should deliver one box of town guides to the Jurassic Centre, Co-op & Tesco every Friday (moved by Cllr Sanham, seconded by Cllr Chadwick.)

The Committee agreed that office staff update the distribution list (moved by Cllr Sanham, seconded by Cllr Burrows).

### **131. Seaton in Bloom**

The Committee were advised that all plans in hand for Seaton in Bloom.

### **132. South West in Bloom**

Cllr Burrows provided an update confirming that Seaton's entry to South West in Bloom had been accepted.

John Widger to start planting out week commencing 21<sup>st</sup> May 2018, 1 week earlier than planned.

A further update is to be provided at the next meeting regarding 'Its your neighbourhood'.

### **133. Cycle Fest 2018**

The Community Committee requested to see a copy of the project plan.

Cycle Fest website to be reviewed for spelling errors & grammatical errors, logo to appear.

### **134. Annual Maintenance Programme**

Cllr Rowland to speak with Town Clerk on 20.03.18 regarding list of maintenance and when due.

### **135. Royal Wedding**

Cllr Sanham to bring firm proposal back to next Community meeting (moved by Cllr Sanham, seconded by Cllr Chadwick).

### **136. Updates**

**Big Clean** – Cllr Burrows reported that the Big Clean 2018 was a success with over 100 volunteers collecting 40 bags of rubbish. Cllr Rowland passed on thanks to Cllr Burrows for organising.

For next year, the use of bio-degradable bags should be considered & receipt of free bottles of water (moved by Cllr Sanham, seconded by Cllr Burrows).

**Beacon** – WW1 Beacons website – Town Clerk to report back to next Community Committee with an update on proposals and progress. (moved by Cllr Sanham, seconded by Cllr Rowland).

**Tour de Cost** – follow up required re status

**Maps & Signage** – Now waiting for installation quotes, existing posts and locations to be used.

(Websites – Cllr Squire email – did STC get an invite?)  
Town Crier – advertising for replacement needs to be put in place.  
Bus Shelters – Cllr Burrows still waiting for response from EDDC  
Seaton Town Development Team – Cllr Burrows to speak with Events Officer  
to arrange a meeting next week.

The meeting ended at 21.30

**Chairman:**

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**Date:**

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**Agenda Item: 05**

**Communities Committee  
Marketing Contract**

Report from One Voice to follow

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**Agenda Item: 06**

**Communities Committee  
Cycle Fest 2018**

Project Plan to be circulated by the Events Officer and the Events Officer will attend the meeting to discuss the progress on the arrangements

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**Agenda Item: 07**

**Communities Committee  
Town Development Team**

The Events Officer will attend the meeting to discuss the output from the Town Development Team meeting on 29<sup>th</sup> March 2018 and the next steps

**Communities Committee  
Banners**

Seafront banners

Each year the seafront banners are normally erected for the summer months.

This year three of them are broken and it is likely that one will need replacing. (banners to be available for viewing at the committee meeting).

In 2017/18 two new banners were purchased at a cost of £395.

The Committee to consider:

1. Whether to replace the damaged banners with the current designs
2. Whether to consider purchasing new banners that advertise what is happening in Seaton during the summer months
3. Whether to stop having the banners all together

A proposal from the Dog Warden regarding banners

The Dog Warden has put forward a proposal that the Council investigates purchasing some banners that can be put out on the esplanade to indicate to the public the dog control areas.

Banners could look like this:



Or:



The Committee to consider if this is something they would like officers to investigate and bring a report back to the next meeting

#### Town centre bunting

Councillors will recall that when the new Christmas lights were purchased the decision was taken that they would stay up for five years and the bunting would not be put up.

We have bunting so the Committee to consider if there is anywhere else that they would like the bunting to be put up.

There are already plans in place to put the bunting up for events.



**Agenda Item: 09**

**Communities Committee  
Seaton in Bloom**

Cllr Peter Burrows to provide an update to the Committee

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**Agenda Item: 10**

**Communities Committee  
South West in Bloom**

Cllr Peter Burrows to provide an update to the Committee

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**Agenda Item: 11**

**Communities Committee  
Artisan Markets**

The Town Clerk to provide an update to the Committee

**Communities Committee  
Royal Wedding**

As per the minutes of the meeting on 19<sup>th</sup> March 2018, Cllr Sanham has put forward the following proposal:

That the Council join with Christians Together and Seaton Lions to celebrate the Royal Wedding on May 20<sup>th</sup> and consider a financial contribution in lieu of our own event.

Organisers of the event have summarised the event and our needs :

**PARTY IN THE PARK/ROYAL WEDDING CELEBRATIONS**

**SUNDAY 20TH MAY - 1PM - 5PM**

Event for everyone to include: Music, Huge bouncy castle, forest activities, craft activities, BBQ, refreshments, Royal Wedding dressing up competition, toys and picnic.

We aim to offer everything free - food, drinks and activities free with only donations invited. Following recent emails, the Party in the Park Teams met on Thursday and would like to ask Seaton Town Council to help specifically with:

1) Providing 10 Gazebos and Tables - which you have already agreed Please can the 3 Town Council banners and town bunting, be also put up around the fencing of the Park.

2) To include on the Agenda for discussion and decision -

Funding of between £150 - £500, to pay for organised activities such as Polly Anderson with her forest activities (her costs £150-£250) and music bands. (Christians Together are contributing £500 for the bouncy castle and other costs, Seaton Baptist Church are paying for the drinks, Tesco's are contributing £50 for cakes and sweets, Seaton Lions are paying for the BBQ food))

Councillor Webster to organise and manage a Community Art Activity - e.g. Graffiti wall or Boards with the skateboarding theme.

Help from Councillors to put up Gazebos and tables and banners between 10am and 12 Middy.

It would be helpful to meet up with the Events Officer to chat about promotion particularly with social media and your Marketing organisation.

**Communities Committee  
Play Area Inspection Reports**

To be circulated to with the agenda

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**Communities Committee  
Update on Actions Arising**

Town Guide

Cllr Burrows to provide an update on progress in terms of distribution of the Town Guide at the meeting

Parishes Together Funding

The Council was successful in securing Parishes Together funding for the Tourist signage project (£3,500) and Natural Seaton project put forward by Seaton Jurassic (£1,550).

There is no information available yet as to how the fund will be operated in 2018/19. As soon as there is more information available this will be forwarded to Councillors.

Floral arrangement at Windsor Gardens to commemorate World War 1

The Town Clerk will provide an update at the meeting

Beacon in Seaton for commemoration of World War 1

The Town Clerk will provide an update at the meeting and a document to be circulated with the agenda

Tour de Coast

Tour de Coast have been contacted and the Town Clerk will provide an update at the meeting

Maps for car parks

Cllr Sanham to provide an update at the meeting

Signage at Axminster Station

Cllr Sanham to provide an update at the meeting

Seatondevon.org website

Two members of staff are having training on the 1<sup>st</sup> May to be able to review and update the seatondevon.org.uk website.

A list of the information that needs updating has been made and urgent items such as the pages relating to the Cycle Fest 2018 and Artisan markets have been updated by Blaze

### Youth Blogs

This is linked to the [seatondevon.org.uk](http://seatondevon.org.uk) website and reviewing the youth blogs will form part of the training on the 1<sup>st</sup> May

### Seaton App

Blaze have now completed their work on the app and it is now being reviewed by the Council officers and feedback to be given to Blaze. Once that has been completed it will go live

### Skate Park Mural

The Town Clerk chased LED a couple of weeks ago but no further communication has been received from them

### Painting of Street furniture

The Mayor is to brief the Town Maintenance Team on the painting of the finger posts.

### Town Crier

An advert will go out shortly for a new Town Crier.  
The Town Clerk has contacted the Town Crier organisation and asked advice as to the best place to advertise

### Bus Shelters

Cllr Burrows to provide an update at the meeting